



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## AGRICULTURAL REGULATORY SPECIALIST III

Job Number: 21003402

Job Code: 30220V210516

Job Group: 5300 - EDUCATIONAL ADMINISTRATIVE

Job Established: 05/16/2021

Job Revised:

Grade: 14 Salary (MIN - MID):

\$18,075-\$28,920 - Hourly

\$2,937.20-\$4,699.50 - 37.5 Hr. Monthly Salary

\$3,133.00-\$5,012.80 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs complaint investigations, inspections, and regulatory duties in relation to state and federal requirements administered by the Department of Agriculture. Conducts case reviews to verify all inspection results; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

Must have six years of agricultural or inspection experience.

#### **Substitute EDUCATION for EXPERIENCE:**

Vocational or technical training in agriculture or a related field will substitute for the experience on a year-for-year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in agriculture, inspection, quality control, regulatory, chemical application or a related field will substitute for the education on a year- for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess and maintain a valid driver's license to qualify for employment in this job classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs complaint investigations to identify and determine incompliance with state and federal requirements. Performs case reviews of subordinates to ensure accuracy of inspections. Inspects and tests livestock for diseases. Takes blood samples for laboratory testing. Places animals and areas under quarantine when necessary. Retests animals and recommends appropriate action. Collects milk samples for laboratory testing. Assists in administration of dog law regulations. Inspects swine feeding operations for disease control. Researches stockyard records for information to be used in court action. Inspects devices used in industrial, commercial and retail establishments for accuracy of weight. Inspects fuel pumps for accuracy of fuel delivery. Checks packaged products for accuracy of weight, measurement and labeling. Inspects egg processors and dealers for grading and labeling requirements and required licenses. Inspects amusement rides and attractions. Makes knowledgeable decisions and handles sensitive situations in accordance with governing statutes.. Leads education workshops in public and private schools and may work with summer day camps Coordinates the workload of other inspectors in regulatory areas administered by the Department of Agriculture. Inspects and tests livestock for diseases. Takes blood samples for laboratory testing. Places animals and areas under quarantine when necessary. Retests animals and recommends appropriate action. Collects milk samples for laboratory testing. Assists in administration of dog law regulations. Inspects swine feeding operations for disease control. Researches stockyard records for information to be used in court action. Organizes and assists local authorities in pests and weed control and eradication programs. Operates and maintains chemical application equipment. Inspects records and facilities of recipient institutions and programs for compliance with rules and regulations for allocation, usage and storage of commodity foods and products. Recommends corrective action or utilization for recipients of commodity goods. Checks recipient records for compliance with civil rights laws. Inspects and regulates businesses pertaining to hemp and organic programs. Routinely meets with school superintendents and institution administrators to explain scope of the commodity program. Develops training modules for new employees in recipient agencies, as well as training modules for new development in current programs for all employees. May coordinate the workload of other inspectors in regulatory areas administered by the Department of Agriculture.

**UNIQUE PHYSICAL REQUIREMENTS:**

Lifts weights used in the testing of scales, climbs storage bins to inspect grain, and climbs amusement rides.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Typical working conditions will require travel to such places as stockyards, farms, businesses, and amusement parks. Has close contact with livestock animals in such areas as stockyards, barns and/or barnyards.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job title may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F. R.115.17 and 115.317.

*The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.*